



**TELEVISION SPECIALIST**  
**Final Filing Date: FEBRUARY 25, 2013**

**OPEN, NON-PROMOTIONAL - SPOT**

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER -** Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

**EXAMINATION BASE** CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)  
SPOT EXAMINATION FOR:

**CALIFORNIA MEDICAL FACILITY  
CALIFORNIA STATE PRISON-SOLANO**

**WHO SHOULD APPLY** Applicants who meet the minimum qualifications as stated below and who have not previously tested with CDCR during this testing period. CDCR testing period(s) for this examination is: **JANUARY - DECEMBER**. Applications will not be accepted on a promotional basis.

**HOW TO APPLY** Submit applications to the Local Testing Office(s) listed below. Candidates may only establish eligibility in one location. Applications may be filed in person or by mail.

Submit Examination Application (Std. Form 678)

**By mail to:**  
**California Medical Facility  
Personnel/Delegated Testing Office  
P.O. Box 2237  
Vacaville, CA 95696-2237**

**or**  
**In person at:**  
**California Medical Facility  
Personnel/Delegated Testing Office  
1600 California Drive  
Vacaville, CA 95687**

If you are personally delivering your application, you must do so between the hours of 6:00 a.m. and 4:30 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above.

**NOTE:** Only applications with an original signature will be accepted.

**NOTE:** The wearing of denim or gray sweats on institution grounds is prohibited.

**APPLICATION DEADLINE/ REQUIREMENTS** **February 25, 2013** is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.  
  
All applicants must meet the education and/or experience requirements for this examination by the final filing date.

**TEST DATE** It is anticipated that Qualifications Appraisal Interviews will be held during **March/April 2013**.

**SALARY RANGE(S)** **As of: January 2, 2013**  
**\$4400 - \$5348**

**MINIMUM QUALIFICATIONS** **Either I**  
One year of experience in the California state service performing the duties of a Motion Picture Assistant or Television Assistant.

**Or II**  
Four years of broad technical experience in the production of television programming, including experience in television production, professional sound recording, and editing. (College level work in television, communications, or a related curriculum, may be substituted for up to two years of the required experience on a year-for-year basis).

**Special Personal Characteristics:** Artistic and creative ability; willingness to travel throughout the State; and normal hearing.

**Additional Desirable Qualifications:** Possession of a high school diploma or GED equivalent.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**OUT-OF-CLASS EXPERIENCE:** A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

**NOTE: High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

EXAMINATION  
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. **Knowledge of:**
1. Techniques of television production

2. Sound recording

3. Television photography

4. Audio-visual principles and techniques

5. Script writing

6. Television staging and lighting

7. Editing methods and equipment

8. Basic electronic theory

9. Television communication theory
- B. **Ability to:**
1. Assume leadership and provide creativity in the planning, writing and directing of television production

2. Act independently in converting ideas and concepts into an effective combination of audio and visual impression on the screen

3. Develop innovative solutions to complex audio and visual communication problems

4. Analyze situations accurately and take effective action

5. Work effectively with people and situations requiring initiative, tact, and judgment

6. Communicate effectively at the level required for successful job performance

**If conditions warrant**, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

ELIGIBLE LIST  
INFORMATION

The list(s) will be abolished **12** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period. The resulting eligible list will be established to fill vacancies for the location(s) listed above.

POSITION  
DESCRIPTION AND  
LOCATION(S)

A **Television Specialist**, under direct supervision plans, organizes, and performs the technical and professional work required in producing television programs, including operation of television and video tape-recording production equipment; conducts subject research and develops scripts based on the most effective method of presentation; develops approach and production methods necessary to produce continuity and required story lines; directs the technical and artistic development of television programs including the preparation of artwork or animation, narration, dialogue, sound effects and music as required in the production; does creative editing; may select and direct film cast, narrators or other personnel involved in a production; may do still photography and processing.

Position(s) exist with the institution(s) listed above within CDCR.

SPECIAL TESTING  
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/  
CAREER CREDITS

Career credits or Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. **If you receive Veteran's Preference Points, you cannot also receive career credits in this examination.**

GENERAL INFORMATION

**It is the candidate's responsibility** to contact Kathie Sharp-Adema, Local Testing Officer at (707) 453-7082 three weeks after the final filing date if he/she has not received his/her progress notice.

**Applications are available at** CDCR's offices, California Department of Human Resources Offices and local offices of the Employment Development Department, and online at <http://jobs.ca.gov/profile/stateapplication>.

**Veterans Preference:** California law allows the granting of Veterans Preference Points in **Open Entrance** and **Open, Nonpromotional Entrance** examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** and **Open, Nonpromotional Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the [Veterans Preference Applications \(Std. Form 1093\)](#) which is available at the California Department of Human Resources' website, [www.jobs.ca.gov/job/VeteransInformation](http://www.jobs.ca.gov/job/VeteransInformation) or at 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veterans Affairs. More information can be found at the Department of Veterans Affairs' website <http://www.calvet.ca.gov/Resources/Default.aspx>

GENERAL INFORMATION  
(CONTINUED)

**Career Credits:** California law allows the granting of career credits in Open, Nonpromotional examinations. Career credits are three points added to the final qualifying score of each competitor who is a state employee with permanent civil service status or employees who have a mandatory right of reinstatement to such a position; or a full-time exempt employee with 12 months consecutive service; or individuals who have served one full year in or are a graduate of the California Conservation Corps (CCC) (eligibility expires 24 months after graduation from the CCC). Effective January 1, 1983, AB 3325 (1982) eliminated career credits for classes designated by CalHR as managerial.

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545  
Telecommunications Relay Service (TRS): DIAL 7-1-1  
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS